

12 March 1979

Classification Review Procedure

CRP 79-18

RESCINDS: RRP 78-18 of 18 April 1978
RRP 78-21 of 19 April 1978

HANDLING OF DOCUMENTS PREVIOUSLY REVIEWED

1. RRP 78-18 instructed the reviewer to check the computer run to see if a document under review had been previously processed and established a procedure for processing the document if it were a duplicate. RRP 78-21 set forth an expansion of this procedure as applied to the SO series. Because of the volume of material now in the DARE system, those procedures are neither feasible nor necessary.

2. Reviewers no longer need concern themselves with whether the document being reviewed is a duplicate. Each document should be reviewed and a form 4023A completed in the usual manner. The computer accepts all material keyed into the DARE system and can be programed to match all duplicates, provided the title, number, and creation date are properly recorded. At this time, however, we are concerned only with those documents that have been entered more than once with different review actions. A computer run will be made at monthly intervals to flag discrepancies in review action on identical documents. Reviewers will be assigned to recheck the documents in question, make the appropriate changes on those determined to be in error, and complete new 4023A forms to reflect the change.



Chief,
Classification Review Group

STATINTL

*Rescinded
Replaced
by
CRP 79-34*